

Records Disposition  
Accomplishments, Jan-Dec 1957

1. Status of Shelf Filing Projects.

Completed

✓ Biographic Register/OCR

Open shelf filing installed in Room 205 North Building at a cost of \$5,000. One hundred and seventeen 5 drawer filing cabinets were released for use elsewhere. Shelving erected in Room 205 provided space for an additional 260 cu. ft. which was being serviced from another floor, and, expansion for another two years.

✓ Finance Division/Office of Comptroller

Open File shelving is being procured for the Finance Division for filing and servicing of 300 linear feet of vouchers and for storage of semi-active vouchers and boxed vouchers which are received from foreign stations.

✓ Office of Communications  Vault.

Recommendations were made for use of open files shelving and were accepted by the Office of Communications. Here substitution of shelving for wooden pallet storage almost doubled the amount of useable filing spaces and reduced floor space requirements by 7%. Two types of shelving were recommended for this installation, one type for box or bulk storage, the other for loose filing of current material.

In Process

✓ Material Support Branch Library, Engineering Division, Office of Communication

A proposal for using open file shelving was accepted by the Office of Communications for their Library function of the Engineering Division. Eighteen 5 drawer cabinets will be released which are valued at \$1620. Shelving to replace these cabinets will cost approximately \$825 and allows 30% expansion in 40% less floor space. The procurement order has been placed with the Office of Logistics.

✓ Map Library Division/ORR.

STAT The usefulness of shelf filing is being considered for the Air Target Map files of the Library Division. These maps are now stored in 126 4 drawer cabinets in the  where future expansion cannot be accommodated in filing cabinets because of floor loading limitations. We have prepared several floor plans for use of shelving and one of which was approved verbally for floor loading by Mr. Oleinik, Structural Engineer, GSA-PBS.

✓ Map Library Division/ORR (continued)

This plan has been forwarded to GSA for formal approval. Fifty percent expansion was provided for in the prepared plan which will accomodate expansion to 1961. Required amount of shelving will cost approximately \$6000 and release \$10,000 worth of cabinets. The area under consideration is now being surveyed by the Office of Security to determine what Physical Security requirements must be met.

✓ Medical Staff

The Administrative Officer of this Staff has agreed to a proposal to use open file shelving for storage of their Medical Chart Files. In this Staff there will be a 50% savings in floor space and a 65% increase in filing space. Fourty 5 drawer filing cabinets will be released which are valued at \$3,600. Specifications are now being developed for the procurement of the shelving.

Other

✓ Office of Comptroller/Machine Records Division

Consideration is being given to converting from insulated safe-type equipment to non-safe equipment. The Office of Security has verbally approved of this plan and we will realize a savings of approximately \$30,000.

✓ Office of Communications/ Engineering Division

Use of rotary type filing equipment was recommended to this Division which will reduce filing equipment space by 30% and facilitate reference and filing operations.

Program Plans

Discussed with the Chief, Stock Management, Office of Logistics, the possibility of transferring excess filing equipment to GSA for credit towards the purchase of Open File type equipment. This idea was suggested by Stock Management.

✓ 2. Results from installing filing systems in:

✓ OCR/Machine Division - Installed subject-numeric file system, trained personnel in its use, retired 10 cu. ft. of material and destroyed 8 cu. ft. Emptied one four drawer safe. Replaced individual personnel folders with OF4b's.

✓ OL/Stock Management - Installed subject-numeric file system, established a central file for reference material, destroyed 29 cu. ft. and retired 6 cu. ft. Rearranged office layout including telephones and returned 4 pieces of filing equipment to stock.

3. Number of new schedules developed:

OCR	27,209
Commercial Staff	23
Cable Secretariat	177
	<u>27,409 cu. ft.</u>

4. Number of former schedules audited:

ONE	340
Audit Staff	60
Sovmat Staff	23
General Counsel	581
DD/P	21,450
Personnel (In process)	2,575
OO (In process)	1,528
	<u>27,157 cu. ft.</u>

27,157  
1,528  
25,629

5. Number of schedules prepared by ARO's and reviewed by Disposition:

Communications	2,054
Comptroller	5,395
Logistics	2,783
	<u>10,232 cu. ft.</u>

6. Vital Materials Activity

- ✓ a. During 1957 there were 737 cu. ft. of Vital Materials deposited and 442 cu. ft. withdrawn or destroyed.
- ✓ b. Reduced retention period for IAC Cable Collection. This reduced the space required for storing cables by approximately 50%.
- c. Assisted in the coding and machine indexing of current analyst work papers, (Vital Materials copy), for the Office of Scientific Intelligence and Research and Reports. This corrected the deficiency as reported in the overall DD/I critique of Operation Alert 1956.
- ✓ d. There were 382 visitors to the repository during 1957. This does not include visits made during Operation Alert. These visitors represented twelve Agency offices.
- e. There were 62 regularly scheduled and special trips made by members of this office to the repository.
- ✓ f. The exchange of twenty-one four drawer safes for the same number of five drawer file cabinets resulted in a monetary savings of approximately \$7,200 as well as providing better file space utilization.
- ✓ g. The replacement of eight drawer tab card safes with Safe-T-Stack, for the storing of microfilm, resulted in a savings of \$7,700.

- ✓h. Arrangements have been completed for the release of 21 additional 4 drawer safes and 4 - 8 drawer tab card safes. These safes will be replaced with less expensive five drawer file cabinets.
- ✓i. During 1957 OCR/IR withdrew all tabulating cards and all but one series of microfilm. This withdrawal involved 469,000 tab cards and 3,708 reels of film.
- j. A survey has been made to determine what personnel type vital records should be deposited in the Agency Repository. A draft of the study has been submitted to Chief, Records Management Staff. After the necessary revisions within Management Staff, it will be necessary to carry out final coordination with the DD/P, the DD/I and components of the DD/S.

✓7. Vital Materials Schedules Developed and Revised.

During 1957 five schedules were revised and one developed.

✓8. Status of Vital Materials Microfilming

1957 Statistics of microfilming Vital Materials, exclusive of OCR Library microfilming and DD/P filming are as follows:

Office	Projects	Total Reels	Reels	
			16mm	35mm
Personnel	7	191	19	172
ORR	7	391		391
FDD	1	14	14	
Commo.	3	44	44	
Comptroller	5	17	10	7
Logistics	3	3		3
OSI	10	57	2	55
Security	12	182	170	12
Medical	1	10	10	
OO/Contacts	1	6		6
Totals	50	915	269	646

✓9. Operation Alert

Operation Alert 1957 was a planning exercise with most time devoted to discussions of support problems involved in the new concept of re-location and to briefings, given by most Offices, outlining their responsibilities in time of Emergency.

During this exercise the Chief, Records Management Staff briefed representatives of DD/S and DD/I and the Agency Vital Materials Program.

✓ 9. Operations Alert (Continued)

Due to the nature of this exercise, unlike previous alerts, much time was available and utilized to discuss, on an individual basis, the respective office Vital Materials Programs.

During Operation Alert 1957 235 visitors from eighteen offices visited the Vault.

The new microfilm viewer-reproducer and the Haloid Zerox Copy flow continuous microfilm printer were demonstrated.

✓ 10. Inter-Agency Transfers:

- a. Coordinated the transfer of 80 cu. ft. of State Department records to the Agency for intelligence exploitation.

STAT

11. Special Projects:

- ✓ a. OCR/Library Division/Acquisition Branch

Retired 826 cu. ft. of records. Destroyed 244 cu. ft. of records. Emptied 5 - 5 drawer card safes, 12 - four drawer legal safes, 13 - 4 drawer cabinets, 1 - 10 drawer card cabinet, 4 - 5 drawer map cabinets, 1 - 15 drawer map cabinets, 1 card tub, 1 - 6 drawer microfilm and 165 feet of metal and wood shelving. The above made available 1, 080 square feet of floor space for another section of the Library.

*Deposited*

Volume of records destroyed in  
office space.

DDI & DDS — 3904

DDP — 1868

5772 cu. ft.